



TN-0524.

DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

03 MAR 2005

MEMORANDUM FOR THE ADJUTANTS GENERAL PUERTO RICO, THE U.S. VIRGIN ISLANDS, GUAM AND THE COMMANDING GENERAL OF THE DISTRICT OF COLUMBIA

FROM: NGB/CF
1411 Jefferson Davis Highway
Arlington, VA 22202-3231

SUBJECT: Delegation of Authority, Air National Guard Local Active-Unit Manpower Document (A-UMD) Procedures

The following guidance expands commander and State Human Resource Office (HRO) approval authority for local full-time A-UMD changes. This delegation authority enhances flexibility to manage local mission requirements. The following criteria apply:


a. Approval authority for changes is limited to non-supervisory GS-13 positions and below and/or the military equivalent. Changes must be accomplished from within allocated employment authorizations and AGR ceilings.

b. The addition of a new position or creation of a new function not identified on the A-UMD is not authorized. Authority is limited to the use of existing position descriptions in existing functions as depicted on the A-UMD. Classification actions must be coordinated through the HRO prior to position movement. For example, if unit X is authorized four aircraft mechanics in Functional Account Code (FAC) 2211, the commander may authorize a fifth mechanic while simultaneously deleting another position in another FAC. Additionally, such changes must occur within the same Program Element Code (PEC).

c. Local management changes are not intended to be permanent changes. An Authorization Change Request will be required to execute these changes on the A-UMD. Your off-set must be provided by position number and the length of time specified for the funding realignment. These changes are zero balance transactions resulting in no growth in requirements.

d. All A-UMD changes must be coordinated through the HRO and the HRO will forward the request through the NGB functional Office of Primary Responsibility (OPR) to ANG/XPM. ANG/XPM will review and staff the request with the appropriate functional OPR. ANG/XPM will prepare a response to the state HRO. Classification actions will be approved by the HRO in accordance with NGB-TN guidance.

This is an ANG/XPM and NGB-J1-TN coordinated memorandum. The point of contact for this issue is Ms. Cora Randle, ANG/XPMF, 703-607-3723, DSN 327-3723, cora.randle@ngb.af.mil.


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